

# West Suffolk Joint Growth Steering Group: Proposed Amended Terms of Reference

## Terms of Reference

1. To consider and advise the Cabinets of Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) on:
  - (a) creating the conditions to encourage and support sustainable growth across the whole of the West Suffolk area;
  - (b) (i) common planning policy affecting both districts;  
(ii) planning policy specifically associated with the individual districts
  - (c) (i) common strategic housing policy affecting both districts  
(ii) strategic housing policy specifically associated with the individual districts;
  - (de) the strategic investment in infrastructure, transportation and highway matters that are of more than local significance ;and
  - (ede) monitoring the delivery of the West Suffolk Six Point Plan for Jobs and Growth;
  - (fe)- the formulation of a West Suffolk Local Plan for Forest Heath District and St Edmundsbury Borough; and
  - (gf) environmental management issues
2. Recommendations to Cabinet (and Council, where appropriate) for a decision to be made, will be reported in the normal manner. Reports for information, providing an update on the work of the Steering Group, will be included on each Council's next available Cabinet agenda following a meeting of the Steering Group. Reports for information, the purpose of which will be to provide a brief summary to Cabinet of the outcomes from the Group, will be included on the next available Cabinet agenda, following each meeting of the Steering Group;
3. Agendas will include the Work Programme of the Steering Group as a 'Standing Item', The content of the Work Programme to be agreed by the Chairman and

Vice Chairman and the Portfolio Holders for Planning and Growth and Housing, prior to inclusion within the agenda papers.

42. The Steering Group comprises 12 Members, six from each Council. The Chairmanship and Vice-Chairmanship will rotate annually between the two Councils.
53. Membership of the Steering Group to be politically balanced, and each Council must ensure that its Development Control Committee, Overview and Scrutiny Committee, ~~and planning policy bodies (the Local Plan Working Group in the case of FHDC and the Sustainable Development Working Party in the case of SEBC)~~, FHDC's Local Plan Working Group (whilst it remains in operation), are represented, alongside Members of the two Cabinets.
64. ~~Two Substitute Members be appointed to each 'side' of the Group in accordance with the political balance of each authority. Two Substitute Members to be appointed by each local authority, having regard to the political balance of each authority.~~
75. The quorum of the Steering Group be specifically defined as three Councillors from each Council (six in total).
86. The Group is given the flexibility to directly co-opt up to two voting or non-voting external representatives to its membership, in such a manner as it sees fit.
97. Meetings will be governed by normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.
108. Frequency of meetings ~~will would initially be quarterly every other month~~, but this will be reviewed in the light of workload.
11. Meetings will be held on Mondays at 4.30 pm unless otherwise agreed by the Chairman and Vice-Chairman. Venues for meetings to alternate between FHDC's District Offices and SEBC's offices at West Suffolk House, unless an alternative venue is agreed by the Chairman and Vice-Chairman.

Version approved by SEBC's Cabinet: ~~11 February 2014 (minute 95 refers)~~ TBC

Version approved by FHDC's Cabinet: ~~18 February 2014 (minute 897 refers)~~ TBC